

DEPARTMENT OF VETERANS AFFAIRS
CHARTER OF THE
HEALTH SERVICES RESEARCH AND DEVELOPMENT SERVICE
SCIENTIFIC MERIT REVIEW BOARD

A. OFFICIAL DESIGNATION: Health Services Research and Development Service Scientific Merit Review Board.

B. OBJECTIVES AND SCOPE OF ACTIVITY: The objectives of the Board are to provide for the fair and equitable selection of the most meritorious research projects for support by VA research funds. The ultimate objective of the Board is to ensure the high quality and mission relevance of VA's legislatively mandated research and development program. Board members advise the Director, Health Services Research and Development Service and the Chief Research and Development Officer on the scientific and technical merit, originality, feasibility, and mission relevance of individual research proposals. They also advise on the adequacy of protection of human and animal subjects and proposed budgets. The Board does not consider grants, contracts, or other forms of extramural research.

C. PERIOD OF TIME NECESSARY FOR THE BOARD TO CARRY OUT ITS PURPOSE(S): This Board performs a continuing service unrestricted as to time except as periodic review of its functions shall indicate that it is no longer needed. The Board's continued operation is contingent upon renewal of this charter by appropriate action prior to its expiration.

D. OFFICIAL TO WHOM THE BOARD REPORTS: The Board reports to the Director, Health Services Research and Development Service.

E. OFFICE RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT TO THE BOARD: Support for the Board is provided by the Veterans Health Administration, Department of Veterans Affairs.

F. DUTIES OF THE BOARD: For the Health Services Research and Development Service, Board members (1) review Health Services Research and Development proposals administered locally by VA field facilities for scientific and technical merit; and (2) advise the Director of the Health Services Research and Development Service regarding the status of Health Services Research and Development in their areas of expertise.

Board membership will reflect equitable geographic, ethnic, and gender representation so long as the effectiveness of the Board is not impaired. The Board is composed of members having experience and expertise in major health services specialties and disciplines. Members will serve 4-year staggered appointments contingent upon renewal of the Board's charter. The Board will be composed of approximately 15

members. Several members may be Regular Government Employees (RGE), but the majority of the Board's membership will be Special Government Employees (SGE).

G. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS:

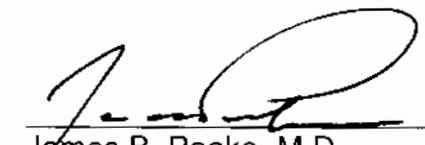
The estimated annual cost for operating the Board is \$420,000 and 2.2 staff-years. All members receive travel expenses and a per diem allowance in accordance with the Federal Travel Regulation for any travel made in connection with their duties as members of the Board.

H. ESTIMATED NUMBER AND FREQUENCY OF BOARD MEETINGS: The Board is expected to meet up to twice annually. The Designated Federal Officer (DFO), a full time VA employee, will approve the schedule of Board meetings. The DFO or a designee will be present at all meetings, and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so. Subgroups will meet for scientific merit review of proposals at a frequency determined by the number of proposals received. It is expected that such meetings will occur not more than two times each year. Findings of any subgroups will be reported through the Board.

I. BOARD TERMINATION DATE: Unless renewed by appropriate action prior to its expiration, the Board will terminate 2 years from the date below.

J. DATE CHARTER IS FILED:

Approved:


James B. Peake, M.D.
Secretary of Veterans Affairs

Date:

6/14/08